



ACHIEVEMENT IN MONTANA

Quick Reference Guide

DATA VERIFICATION

STUDENT INFORMATION REPORTS

From the **Index**, select **Student Information**.

Expand **Reports** by clicking on the plus (+) sign.

Select the **Enrollment Status** report.

The **Enrollment Status** report returns a list of specific students who meet the selected enrollment criteria.

The **Enrollment Status** report can be filtered by **Grade Level**, **Ad Hoc Filter**, **Enrollment Date**, **School Year**, **Start Status** and/or **End Status**.





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STUDENT INFORMATION REPORTS

The **Enrollment Status** report can be sorted *Alphabetically*, by *Grade*, or by *Student Number* (local student ID).

The report has the option to display *Start* and *End Dates*.

Choose the options to be displayed in the report.

Click **Generate Report**.

The report will open in a new window.

Student/Address	Gender	Student Number	Calendar	Grade	Add Date	Drop Date
Abdul, Paula	F		07-08 World Family School	05	09/29/2007	
Anderson, James T	M	1	07-08 World Family School	08	09/29/2007	
Baker, Jason M	M	2	07-08 World Family School	02	09/29/2007	
Blasquez, Brett A	M	3	07-08 World Family School	06	09/29/2007	
Benson, Jonathan	M	4	07-08 World Family School	04	09/29/2007	
Bridges, Jeremy	M	5	07-08 World Family School	07	09/29/2007	
Cart, David J	M	6	07-08 World Family School	03	09/29/2007	

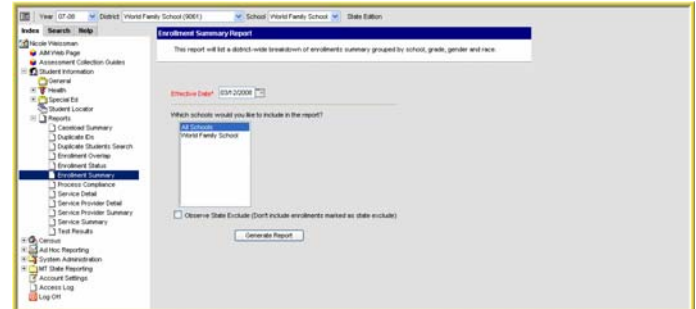


DATA VERIFICATION

STUDENT INFORMATION REPORTS

Select the **Enrollment Summary** report.

The **Student Enrollment Summary** report shows student counts by *School*, *Grade*, *Gender* and *Ethnicity*.



Select the *School(s)*.

Enter the *Effective Date* (e.g., the Fall, Spring or Test Window Count Date).

Click **Generate Report**.



The report will open in a new window.

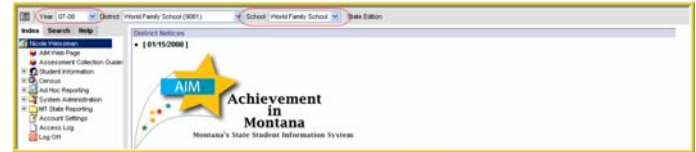
07-08 World Family School		Student Enrollment Summary Report					
120 East Valley, Bozeman, MT 59713		Date: 10/13/2007					
Generated on 10/13/2008 11:42:24 AM Page 1 of 1		Total Rows: 9 Total Schools: 1					
		Total Students: 61 Total male/female: 61/0					
Student Population by Ethnicity (male/female/total)							
School	American Indian or Alaskan Native	Asian	Hispanic or Latino	Black or African American	White, Non-Hispanic	Native Hawaiian or Pacific Islander	Total
World Family School	0/0/0	0/0/0	0/0/0	1/0/1	2/0/2	0/0/0	61/0/62
Grade 01	0/0/0	0/0/0	0/0/0	1/0/1	2/0/2	0/0/0	61/0/62
Grade 02	0/0/0	0/0/0	0/0/0	0/0/0	4/0/4	0/0/0	4/0/4
Grade 03	0/0/0	0/0/0	2/0/2	1/0/1	2/0/2	0/0/0	6/0/6
Grade 04	0/0/0	0/0/0	1/0/1	2/0/2	2/0/2	0/0/0	5/0/5
Grade 05	1/0/1	0/0/0	0/0/0	0/0/0	3/1/4	0/0/0	4/1/5
Grade 06	0/0/0	0/0/0	0/0/0	1/0/1	1/0/1	0/0/0	3/0/3
Grade 07	0/0/0	0/0/0	0/0/0	0/0/0	6/0/6	0/0/0	6/0/6
Grade 08	1/0/1	1/0/1	0/0/0	0/0/0	2/0/2	1/0/1	5/0/5
Grade 09	3/0/3	0/0/0	0/0/0	0/0/0	1/0/1	0/0/0	5/0/5
Grade 10	0/0/0	1/0/1	0/0/0	0/0/0	2/0/2	1/0/1	4/0/4
Grade 11	1/0/1	0/0/0	1/0/1	0/0/0	2/0/2	0/0/0	4/0/4
Grade 12	0/0/0	0/0/0	0/0/0	1/0/1	4/0/4	1/0/1	6/0/6
Grade KF	0/0/0	1/0/1	1/0/1	0/0/0	3/0/3	0/0/0	5/0/5



DATA VERIFICATION

AD HOC REPORTING

Select a *School Year* and a *School*.

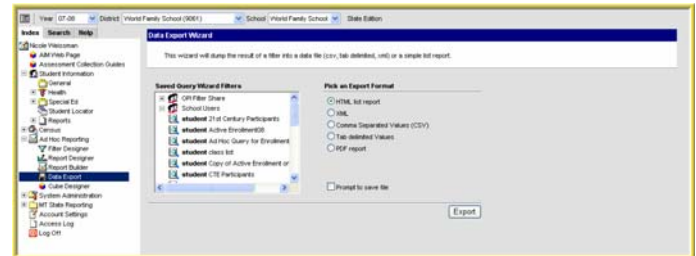


From the **Index**, expand **Ad Hoc Reporting** by clicking on the plus (+) sign.

Select **Data Export** option.



Under *Saved Query Wizard Filters*, expand **School Users**.

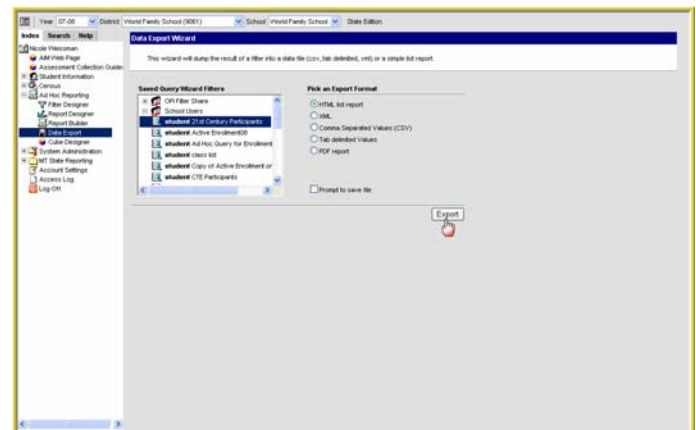


Select a saved query from the list.

Select an export format.

Optional: Check the *Prompt to save file* box to automatically have the option to save the export.

***NOTE:** For more on export formats see Appendix A at the end of this document.





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AD HOC REPORTING

Click **Export**.

The report will open in a new window, based on the export format you chose.

The screenshot shows a web browser window with the title 'Data Export Wizard'. The address bar shows a URL starting with 'https://204.26.112.203/montana'. The left sidebar contains a tree view with the following items: Home Information, Assessment Collection Queue, Student Information, Ad Hoc Reporting (selected), File Designer, Report Designer, Account Settings, System Administration, and Account Log. The main content area displays a table titled '31st Century Participants Records-6'. The table has four columns: 'Student ID', 'Student Last Name', 'Student First Name', and 'Student Grade'. The table contains five rows of data.

Student ID	Student Last Name	Student First Name	Student Grade
715082310	Teal	Quenton	01
348064331	Foster	DeShawn	05
500878639	Cross	Freddie	06
354197935	Anderson	Janeen	08
431605860	Seward	Adam	10
368931240	King	Jeff	12

The Quick Reference Guide **AD HOC REPORTING** provides more detailed instructions on how to create specific reports using this tool. Click on the following link:

[Ad Hoc Reporting QRG](#)





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APPENDIX A: REPORT FORMATS

HTML LIST REPORT

This option opens the report in a web-based browser.

student_lastName	student_firstName	activeEnrollment_grade
Fanning	Dakota	03
Spears	Brittney	03

XML

This option returns the data in Extensible Markup Language.

```
<?xml version="1.0" encoding="UTF-8" ?>
<!-- campusRoot -->
<!-- header baseURL="https://test.aim.opi.mt.gov/campus/"
date="06/21/2007" time="04:09:30 PM" calendarCookie="076"
calendarScope="076" schoolScope="076" districtScope="476"
structureScope="076" yearScope="2007" appName="training2007"
appServer="MTTestApp3" state="MT" group="allUsers" state"
userAgent="Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1;
.NET CLR 1.1.4322; .NET CLR 2.0.50727)" messengerEnabled="false"
url="true" allow="false" cookie="false" allow="false"
clientIP="710.194.52.159" appleID="false" refreshMinutes="5"
refreshLimit="12" logoutDelay="5" postEnable="false" taskScheduler="true"
smLink="false" -->
<!-- Param name="calendarID" value="076" -->
<!-- Param name="x" value="adhoc:AdhocFilter-ListQueryData" -->
<!-- Param name="filterID" value="145" -->
<!-- User userID="933" username="cp8823" allModules="1" allCalendars="1"
hideBanner="true" hideToolBar="false" personID="173779"
lastName="Weissman" firstName="Nicole" calendarCount="1438" -->
<!-- Header -->
<!-- ExportWizard -->
<!-- Extract name="Grade Level Query" -->
<!-- student student.lastName="Fanning" student.firstName="Dakota"
activeEnrollment_grade="03" -->
<!-- student student.lastName="Spears" student.firstName="Brittney"
activeEnrollment_grade="03" -->
<!-- Extract -->
<!-- ExportWizard -->
<!-- campusRoot -->
```

COMMA SEPARATED VALUES (CSV)

This option allows a user to open and save the report in an Excel spreadsheet, or save as a .csv file.

	A	B	C	D	E	F	G
1	student lastName	student firstName	activeEnrollment_grade				
2	Fanning	Dakota	3				
3	Spears	Brittney	3				
4							
5							
6							
7							
8							
9							
10							
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DATA VERIFICATION

APPENDIX A: REPORT FORMATS

TAB DELIMITED VALUES

This option opens the report in a text editor with the data values separated by tabs.



PDF REPORT

This option opens the report in a .PDF report format. The school user can choose to display field names only or both field and table names.

